

and Other

Employment Application

An Equal Opportunity Employer

Incomplete applications will not be considered

Human Resources Department 2 North Main Street, Suite 209 Temple, Texas 76501 254-298-5650 Voice 254-298-5253 Fax

TO applicant we deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. This application will only be considered for the position applied for. To be considered for other positions will require filling out additional applications.

		(Last)		(First)			(Middle)
Addre	ess						
		(Street)	(City)		(State	e)	(Zip)
elep	hone		Position Applied For				
		(Home)					
Vere	you previously	employed by us?	If yes, when and und	ler what name	?		
			uding military service) for at				
ositi	on and work bad	ck. Attach additional sheets i	f necessary. (Must complete	e this section	even if re	sume is a	attached.)
	From	To	Job Title _			8	Salary
	Reason for Lea	iving				PI	hone:
	Erom	To	Job Title _			c	Salany
•			Job Tille _				
		• •					
l.			Job Title _				
							none:
	Description of \	Work					
/ .	From	To	Job Title _			8	Salary
						-	
	Description of \	Nork					
/lay v	we contact the e	employers listed above?	If not, indicate by Nur	nber which on	e(s) you do	not wish	us to contact.
			,		() 3		
auc	ation: (Do Not	Fill in Blue Areas)					
S	CHOOLS	NAME AND ADDRE	SS OF INSTITUTION	Dates of Attendance	Semester Hours	Degree	Areas of Specialization
C	Grade School						
	High School						
	College						
Gr	aduate School						
	de, Business rrespondence						
	porenticeship						

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes	No	If yes, what Branch? _	
Dates of duty: From	_ То	Rank at discharge	
Month Day Year	Month Day Ye	ear	
List duties in the service including special training			
PERSONAL REFERENCES (Not former employe	rs or relatives; should be f	amiliar with your qualificat	tions for employment.)
Name and Occupation	Addres	S	Phone Number
Are you related by blood or marriage to any member Name	of the City Council or any Where Employed		the City of Temple?
Name	Where Employed		Nelation
List all licenses you hold: (Drivers, electrician, etc)			
Type Number	Sta	te	Expiration Date
Type Number			
Type Number	Sta	te	Expiration Date
Specify equipment or office machines you operate:			
Are there any other experiences, skills, or qualification	ns which you feel would e	specially fit you for work w	vith our organization?
	,		Ŭ
PL	EASE READ AND SIG	N BELOW	
The facts set forth in my application for employs application shall be considered sufficient cause for a 4.23 of the City Charter provides in part that "no cont City as a municipality for any stated period of time, be City of Temple is hereby authorized to make an investigative or credit agencies or bureaus of its choice."	dismissal. I further unders ract shall ever be made w ut all appointive officers a y investigation of my pe	tand that the City of Tem hich binds the City for per nd employees shall be su	ple is an "at will" employer. Section sonal services to be rendered to the abject to preemptory discharge." The
Date Signatu	re of Applicant		

The City of Temple does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services

Disqualifiers

A person is disqualified from employment or serving as a volunteer with the City of Temple if the person;

- (a) has been convicted, pled guilty or nolo contendere to any felony for which less than five (5) years have elapsed since the date of conviction, the date of release from confinement imposed from the conviction, or the date of completion of probation or parole, whichever is the later date;
- (b) has been convicted, pled guilty or nolo contendere to any misdemeanor, excluding traffic violations, for which less than two (2) years have elapsed since the date of conviction, the date of release from confinement imposed from the conviction, or the date of completion of probation or parole, whichever is the later date;
- (c) has been convicted, pled guilty or nolo contendere to multiple misdemeanors, excluding traffic violations, for which less than three (3) years have elapsed since the date of conviction, the date of release from confinement imposed from the conviction, or the date of completion of probation or parole, whichever is the later date;
- (d) is a registered sex offender;
- (e) failed to register as a sex offender when required to do so;
- (f) has been convicted of, or discharged from probation for, driving while intoxicated:
 - (i) within the preceding five (5) years; or
 - (ii) more than once within the preceding seven (7) years;
- (g) is the subject of an outstanding arrest warrant; or
- (h) is the subject of a pending criminal offense other than a traffic violation.

Discretionary disqualification. The City of Temple reserves the right to disqualify persons from employment for conviction, or probation for other types of offenses if, based upon the offense, the applicant is determined to be unfit to engage in the type of employment for which he has applied.

Deferrals & dismissals. These automatic disqualifications <u>do not apply</u> to cases where a person: entered a plea of guilty or nolo contendere; <u>and</u> the judge deferred further proceedings without entering an adjudication of guilt and placed the person under the supervision of the court or an officer of the court; <u>and</u> the judge dismissed the proceedings and discharged the person at the end of the period of supervision, **except that such disqualifications may yet apply if the City determines that:**

- (a) the person may pose a continued threat to public safety;
- (b) allowing the person to work for, or volunteer with the City would create a situation in which the person has the opportunity to repeat the prohibited conduct;
- (c) the person is an applicant for or the holder of a license that authorizes the person to provide law enforcement, public health, education, or safety services; or;
- (d) the person is an applicant for or the holder of a license that authorizes the person to provide financial services in an industry listed in Section 411.081(i)(19), Government Code.

Appeals. An applicant who has been convicted of, or pled guilty or nolo contendere to, a crime under this section may appeal his qualifications for employment with the City, through the Human Resources office, to the Employment Committee, which will then determine whether the applicant is presently fit to engage in the type of employment for which he has applied.

EMPLOYMENT APPLICATION ADDENDUM

(Please attach additional paper if necessary to answer the questions completely)

No f yes, please prov	vide the date(s), lo	cation(s), and the spec	cific reasons.
Month/Year	Offense	Location	Disposition
violator of traffic l	laws? Yes	No	nistrative hearing as a habitu
, give date(s), loc	ation(s), findings,	and determination of	the hearing officer.
	Offense	Location	Disposition

•	community su alcoholic beve	pervision for driving w	hile intoxicated or for or public intoxication in	on, or received a court or driving under the influer any state of the United \$
ye		location(s), and the p		
Mc	onth/Year	Offense	Location	Punishment
res	sult of a traffic ap		vere requested to do so	zer or intoxilyzer test as a record of the request.
Mc	onth/Year	Circumstances	Location	Disposition
	ave you received	any traffic citations in t	he past five (5) years?	Yes No
	st below, exclud	ing parking tickets.		
lis	onth/Year	Offense	Location	Disposition
, lis	· 		Location	Disposition
, lis	· 		Location	Disposition

Have you ever pled nolo contendere (no contest on probation, or received a deferred adjudication offense or found quilty of any criminal offense of Yes No	s involving only your vehicle; a ed by a peace officer. Describe
Have you ever pled nolo contendere (no contest) on probation, or received a deferred adjudication offense or found quilty of any criminal offense of Yes Nos, give date(s), location(s), and specific circum	ation Circumstances
on probation, or received a deferred adjudication offense or found quilty of any criminal offense of Yes Nos, give date(s), location(s), and specific circum	
on probation, or received a deferred adjudication offense or found quilty of any criminal offense of Yes Nos, give date(s), location(s), and specific circum	
on probation, or received a deferred adjudication offense or found quilty of any criminal offense of Yes Nos, give date(s), location(s), and specific circum	
on probation, or received a deferred adjudication offense or found quilty of any criminal offense of Yes Nos, give date(s), location(s), and specific circum	
	n for a criminal offense other than a her than a traffic offense?
	ation Disposition

9. The City of Temple, as an employer, realizes that a person is innocent until proven guilty. However, we would like to know of any criminal charges currently pending against you (including but not limited to any alcohol or drug related charges). Pending charges will not automatically disqualify you for employment with the City, but we will consider the type of offense and the date of the offense in relationship to the position you are applying for when we make the hiring decision. Are there any criminal charges pending against you? Yes No If yes, list below.	If yes				1	 1
However, we would like to know of any criminal charges currently pending against you (including but not limited to any alcohol or drug related charges). Pending charges will not automatically disqualify you for employment with the City, but we will consider the type of offense and the date of the offense in relationship to the position you are applying for when we make the hiring decision.		. list below.				
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	9.	However, we v (including but n automatically d offense and the	would like to know of a not limited to any alcoh isqualify you for emplo e date of the offense in	any criminal charges ol or drug related char byment with the City, b	currently pending agair rges). Pending charges out we will consider the	nst you will not type of
	If yes					

PLEASE READ AND SIGN BELOW

I represent that the facts set forth in this Employment Application Addendum are true, accurate and correct, and there are no omissions. I understand that if employed, my having made any false statements on this addendum shall be sufficient cause for dismissal. I also understand that should investigation disclose any misrepresentations, falsifications, or omissions, my employment will be immediately terminated.

You are hereby authorized to make any investigation of my personal and financial history to include a check of my driving record and criminal history, if any, through any investigative agency or bureau of your choice.

I also understand that if a position is offered, it is my duty and responsibility to inform the Director of Human Resources or the interviewing department head, of any criminal charges or traffic violations I may receive after the date below and up to the date of hire.

SIGNATURE OF APPLICANT	DATE

CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK AUTHORIZATION/WAIVER/INDEMNITY

Each applicant, staff member or volunteer who is to be screened must sign an authorization/waiver/indemnity form, giving approval for the City of Temple to perform the criminal background search.

I, the undersigned, hereby give my permission for the City of Temple to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data, as well as, plea bargains, deferred adjudications and delinquent conduct committed as a juvenile. Information obtained may also include any charges pending or not disposed of. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the City of Temple, its officers, directors, employees and agents, and hold them harmless from and against any and all courses of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever including claims for negligence, gross negligence, and/or strict liability of the City of Temple and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer or employee.

It is my understanding that the City of Temple will rely on information provided by the Texas Department of Public Safety, Bell County, City of Temple Police Department and City of Temple Municipal Court. I understand that the City of Temple will not release my record to me, nor discuss anything contained thereon with me, and that if I have questions regarding the information contained therein, I must contact the reporting agencies in order to clarify such information.

I understand that this form in no way constitutes legal advice, and that if I require any legal advice, it shall be obtained privately and at my own expense.

Applicant's Signature	Date	
Printed Name		
DL #	State	
Date of Birth:		

The City of Temple does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment.

The Equal Employment Opportunity Commission (EEOC) requires employers to maintain specific statistical data and report to them bi-annually. The questionnaire below allows us to gather part of that information as well as information for analyzing advertising return on investment. Please fully complete the questionnaire and return it with your application.

THIS INFORMATION WILL NOT BE USED IN THE EMPLOYMENT PROCESS.

Name			Today's date		
(Las	st) (First)) (N	Middle In	itial)	
City you res	side in				
Title of posi	ition applied for				
		(F	BE SPEC	IFIC)	
□ Full Tim	ne	☐ Part Time			☐ Seasonal
		Check highest lev you have complet		ıcation	Please check only one predominant ethnicity:
□ Male	ie	☐ Less than	High Sch	nool	□ White
□ Fem	nale	☐ High Scho	ool Gradı	ıate	☐ Black or African
Birth date:		o GED			American
Diffin uate.	ı	☐ Associate's Degree		•	☐ Hispanic
		□ Bachelor's Degree□ Master's Degree□ Doctoral Degree			☐ Asian or Pacific Islander
					☐ American Indian or
					Alaskan Native
	!		J		
	l				
How did yo	ou learn about this job op	pening?	0	Walk In	
0	Temple Daily Telegram	1		Radio	
	Killeen Daily Herald			Governmen	nt TV Channel (Time Warner Cable)
	Waco Tribune			Television (Channel 6, 10, 25 or 44
	Austin American States	sman		City of Ten	nple Internet web site
	Texas Work Force Com	ımission		US Army R	Reserve web site
0	City Employee		0	Other web s	site
		ļ			

DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

I,, have been 1	notified that a computerized criminal
history (CCH) verification check will be performed b	
Safety Secure Website and will be based on name and	d DOB information I supply.
Because the name based information is not an	exact search and only fingerprint record
searches represent true identification to criminal histo	ory, the organization (as listed below)
conducting the criminal history check is not allowed	to discuss any information obtained using
this method, therefore the agency may offer the oppo	rtunity to have a fingerprint search
performed to clear any misidentification based on the	name search, if the search provides a
criminal report I know could not be mine.	•
For the fingerprinting process I will be require	ed to submit a full and complete set of my
fingerprints for analysis through the Texas Departmen	•
fingerprint identification system). I have been made a	• `
must have the correct fingerprinting (FAST) form fro	• •
appointment, submit a full and complete set of my fir	
fingerprinting services company, L1Enrollment Servi	
Once this process is completed and the agence	
information on my fingerprint criminal history record	,
(This copy must remain on file by your agence	•
(This copy must remain on the by your agent	y. Required for future D13 Addits)
Signature of Applicant or Employee	Please:
Signature of Applicant or Employee	Check and Initial each Applicable Space
Date	CCH Report Printed:
Agency Name (Please print)	YES NO nitial
	Purpose of CCH:
Agency Representative Name (Please print)	Hire Not Hired initial
Signature of Agency Representative	Date Printed: initial
Data	Destroyed Date: initial
Date	D . 4

Retain in your files